



St. Anne's Catholic Primary School  
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## **BREAKFAST & AFTER SCHOOL CLUB POLICY**

With Christ at the centre of our lives, we live out our call to serve the young;

**“It is not enough to love children,  
They must know that they are loved”**

### **1. Introduction**

The Governors and staff of St Anne's Catholic School are committed, in partnership with the parents, pupils and the Xavier Catholic Education Trust, to building a school which serves the community commendably, and of which the community is proud.

St Anne's Catholic Primary School acknowledges the enormous benefits that the extended school provision can bring to pupils, parents and the wider community.

### **2. Aim**

The Breakfast (Sunrise) Club and After School (Sunset) Club have been established to reflect the needs of the parents in providing high quality wraparound care for the pupils of St Anne's. It provides a range of stimulating and creative activities in a safe environment, which shares St Anne's school ethos.

### **3. Policy Statement**

For the purposes of compliance with legislation Breakfast Club and After School Club form part of St Anne's Catholic Primary School and will follow all Xavier CET & School policies and procedures. Of particular note are:

- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour policy
- First Aid policy
- Online Safety Policy
- Data Protection Policy

#### **4. Provision**

We are committed to providing high quality wraparound childcare as follows:-

- The Breakfast Club offering care from 7:50am to 8.40am every day during term time (other than inset days).
- The After School Club offering care from 3.05pm to 6.00pm every day during term time (other than inset days, and the last day of each full term).

#### **5. Staffing and Ratios**

The clubs are staffed by qualified and experienced personnel. A trained first aider is always present. The minimum staff-to-child ratios are: 1:8 for children aged 4–7 and 1:10 for children aged 8 and over. Safer recruitment checks are completed for all staff including an enhanced DBS and barred list check. All staff receive regular safeguarding training and first aid training.

#### **6. Responsibility**

Both the Breakfast Club and After School Club have their own designated managers, who also serve as Deputy Designated Safeguarding Leads (DDSLs). While the Headteacher may be consulted, when necessary, all initial queries should be directed to the relevant club staff or managers. If a matter remains unresolved, it can then be escalated to the Headteacher.

#### **7. Registration**

Breakfast Club and After School Club accept children aged 4 to 11 years who attend St Anne's Catholic Primary School. All children must be registered with the club, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy.

Booking and registration forms are available from the school office or can be downloaded from the website.

#### **8. Bookings**

Breakfast Club and After School Club currently accept up to 60 children each day. Both clubs welcome regular bookings for any number or combination of days, as well as ad-hoc bookings when capacity allows. If demand exceeds capacity, a waiting list system will be implemented, and parents will be contacted as soon as a place becomes available. Siblings of children already attending will be given priority over new starters.

Parents must provide one month's written notice to cancel a regular booking. Charges will still apply if cancellations are not made within the notice period. If a child's place is not used for more than two consecutive weeks without prior notice, it will be considered cancelled and offered to another family. Where a month's notice has been given, any overpayment will be refunded.

Refunds will not be issued for absences due to illness.

For residential visits, it is assumed that Breakfast and After School Club places will not be required during the time children are away.

Ad-hoc bookings may be made through the school office, subject to availability. The same registration and terms and conditions apply to ad-hoc sessions as to regular bookings.

## **9. Payment of Fees**

Fees are to be paid at the start of each term and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit for next term's fees.

There is no reduction for the cost of a session if a child is collected early or attends later.

## **10. Arrival & Departure**

Breakfast Club starts at 7.45am, children cannot be admitted before this time. Children must arrive before 8.20am to ensure they can have breakfast. No food can be served after this time. Parents/carers are asked to ring the bell, which is situated on the double doors of the main entrance. The younger pupils will be escorted to class at 8.40am and the older, more mature pupils make their own way to their classrooms.

A member of the After School Club will collect the Reception, KS1 and new children from their classrooms or club at the end of the day and escort them to the Club, where they will be signed in. KS2 children make their own way to Sunset.

Parents must arrive promptly by 6.00pm to collect their children. It is important that you let staff know if anyone other than the parent is collecting. The Club operates a password system for collection by persons unknown to the Club. The Club is unable to release children to anyone under the age of 16 without a written letter of permission.

A late payment charge of £15 per 15 minutes will be payable to those late collecting their child.

In the event that a child is not collected by an authorised adult at the end of a session, After School Club will put into practice agreed procedures.

## **11. Accidents & First Aid**

All medical incidents are recorded in the school accident reporting book a copy of the report shared with parents. First aid is administered by trained staff. Emergency procedures are in place and practiced regularly.

## **12. Health and Safety and Security**

Regular risk assessments are conducted. Wraparound Clubs follow the school's Health and Safety and Security Policies. Emergency evacuation and lockdown procedures are in place.

## **13. Behaviour**

The behaviour expectations during Breakfast Club and After School Club are the same as those expected during the school day and in accordance with St Anne's Behaviour Policy. Children will be expected to conduct themselves appropriately and the Club encourages good behaviour and respect for others. Staff inspire children to make positive choices with clear expectations and boundaries.

Staff will deal with challenging behaviour in a firm, calm and positive manner. They will always encourage and facilitate mediation between children to try to resolve conflicts and will consult with parents when necessary.

Continuous disruptive or unacceptable behaviour will be recorded and reported to the Headteacher and if deemed appropriate the Club has the right to exclude them. The reasons and processes involved will be clearly explained to the child and their parent.

## **14. Food & Refreshments**

Both Clubs offer a selection of food and refreshments and recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

It is the parents' responsibility to specify on the booking form if their child has any dietary requirements, allergies or intolerances or if their needs should change.

## **15. Digital Devices**

Children are not permitted to use personal digital devices. The club follows the school's Online Safety Policy.

## **16. Parental Involvement**

Parents are encouraged to provide feedback. Regular updates may be shared via newsletters or informal conversations. A complaints procedure is available upon request.

## **17. General**

The club is not responsible for loss or damage to personal belongings. All personal items should be clearly labelled.